



Information Technology Resource Management Council (ITRMC)

**ANNUAL REPORT
March 2003**

**1st Regular Session
57th Idaho State Legislature**

Pamela I. Ahrens
Chairman

**Department of Administration
Boise, Idaho**



Chairman's Message

February 2003

To Idaho Leadership,
Citizens of Idaho:

In accordance with **Idaho Code 67-5745** establishing governance authority of the Information Technology Resource Management Council, we are pleased to provide you with the **2002 Annual Report** reviewing our progress for this past year.

During 2002, in spite of severely curtailed spending authority, many Idaho State government agencies continued with efforts to provide Idaho citizens greater electronic access to government information and services. Our state's official web portal, **accessidaho.org**, serves as the electronic front door to a growing number of online service offerings from State agencies. Currently, the portal offers more than 30 agency online applications and is averaging 238,000 daily hits. The number of Idaho citizens and businesses gaining access using the Internet continues to grow at a steady pace.

Much has been accomplished this year by building upon a foundation of past accomplishments while focusing upon a vision of the future. There is more to be done to bring about the information technology infrastructure upon which the agencies can build the service and information applications that the State's citizens and businesses require. Along those lines, the **Governor's 2020 "Blue Ribbon" Task Force** has been asked to "conduct a thorough review of state government with a mission to assess the immediate and long-term needs of the State of Idaho, and make recommendations that will align the operations of State Government to meet the demands of the 21st Century." In 2002, the ITRMC and Staff supported—and continue to support—the "Blue Ribbon" Task Force in a variety of ways, including research and recommendations in support of strengthening cost efficiencies in government.

Since its inception, the ITRMC has understood and valued its charge to provide leadership in the critical area of information technology, and welcomes the opportunity for cooperation and coordination. The Council looks forward to another year of carrying on with this responsibility to better serve the citizens of our state through technology and innovation. Thank you for your continued support, and please feel free to contact me or any Council member with your questions or comments.



*Chairman, Information Technology
Resource Management Council*

ITRMC Vision

Assure standardized, effective, and efficient statewide access to information and services

ITRMC Mission

ITRMC will develop and implement a comprehensive statewide information technology infrastructure to enhance the delivery of accurate, timely, and appropriate services for Idahoans while increasing their economic vitality

ITRMC Goals

Goal 1: Use information technology to enhance government's ability to serve its citizens more responsibly and cost effectively.

Goal 2: Create, oversee, and maintain a dynamic, comprehensive information technology resource management plan and establish principles and parameters by which a statewide information technology infrastructure is developed, coordinated, and managed to maximize the cost-benefits to taxpayers.

Goal 3: Promote the development and diversification of Idaho's economy through the use of information technology.

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ITRMC Staff Research and Support Activities:

- Served on State Records Management Task Force
- Organized informal, monthly meetings of IT Managers
- Organized vendor presentations to interested agencies
- Gave presentations and updates to Information Systems Executive Committee (ISEC)
- Served on 700 MHz Regional Planning Committee
- Served on and supported IDANET Oversight Committee
- Served on and supported IDANET Network Operations Committee
- Served on IDANET Communications Committee
- Served on IDANET Procurement and Evaluation Teams
- National Association of State Chief Information Officers (NASCIO)
- National Association of State Telecommunications Directors (NASTD)
- National States Geographic Information Council (NSGIC)
- Western Governors' Association (WGA) Geographic Information (GI) Council

Staff Support to ITRMC Standing Committees and Task Force Work Groups:

- Access Idaho Steering Committee
- Enterprise E-Mail Service Work Group
- Enterprise IT Security and Business Recovery Work Group
- Idaho Geospatial Committee (IGC)
- Idaho Criminal Justice Information Integration Task Force
- Public Safety, Emergency Communications Committee
- Secure Access to Applications and Data (SATAD) Work Group

Governor's 2020 "Blue Ribbon" Task Force: ITRMC Staff Support

- Serves on 2020 Task Force Five-Member Support Team
- Performs research into the practices of other states relative to issues being considered by its Government Organization and Structure Key Committee
- Acts as repository for all citizen comments received via the 2020 Task Force Web site; prepares and distributes weekly reports of the comments





2002 Key Accomplishments

- Developed thirteen and revised seventeen **ITRMC IT Policies, and Enterprise Standards and Guidelines**
 - Applied for and received a **\$15,000 grant** for planning & development from U.S. Geological Survey (USGS)
 - Coordinated the development of a **State Employee Portal**
- Provided oversight for the creation of an online **Telecommunications Provider Map**
- Formed the **Idaho Criminal Justice Information Integration Task Force**
- **INSIDE (Interactive Numeric Spatial Information Data Engine) Idaho** selected as official Statewide geospatial data clearinghouse
- Successfully planned and held the first annual **Digital Government Day**
- Successfully planned and conducted the third annual **Digital Government 'Boot Camp'** for Idaho Policy Makers, including **ITRMC IT Achievement Awards program**
- Coordinated **training meeting for State Webmasters** on accessibility issues, as well as organized regular meetings of the group
- Continued oversight of **ITTP Employee Training Program**
- Supported the **IDANET Initiative**
- Continued oversight of **accessidaho.org**
- Redesigned and updated the **ITRMC home page**, including navigation

Idaho Granted \$15,000 from U.S. Geological Survey (USGS) for GIS Framework Data Planning and a Transportation Pilot

Through collaborative efforts of the ITRMC Geospatial Committee, the U.S. Geological Survey has provided \$15,000 in grant funding to create a coordinated framework vision and a Development Plan. The **funding will support the hiring of a technical writer** to craft the final report, Idaho's I-Plan. Other costs to be covered by the grant include travel for participants, costs associated with hiring a professional moderator to guide the progress of the meeting, and costs to hold the meeting itself.

The grant was also requested to **augment a transportation pilot** already being pursued by the Idaho Transportation Department (ITD) through a researcher at the University of Idaho. These additional funds will be used to compare and contrast the data models being used by Oregon, Washington, and Idaho, and to propose methodology for creating a regionally compatible

layer. ITD will contribute an additional \$5,000 to facilitate planning meetings between the county and city governments, the metropolitan planning organizations, and the State.

The pilot project will be undertaken in **Bannock County**, which contains a metropolitan planning organization (MPO), as well as growing urban area around the city of Pocatello. Recently this MPO received funds to study alternatives for public transit issues (buses and rail), as well as money to study growth issues in the county. Some money will be made available to promote statewide the development of a regional transportation model.

For more information on the federal I-Team GeoSpatial Information Initiative, see <http://www.fgdc.gov/I-Team/>

Idaho's Digital Govt. Boot Camp Focuses on Services Integration

Attendees at the ITRMC Digital Government 'Boot Camp' held October 8 heard from many of the nation's leading authorities on what's next for Idaho State government when it comes to putting technology to work for its citizens.

Cathelia Robinett, Executive Director of the *Center for Digital Government* in Sacramento, and opening keynote speaker, says the key to the future of digital government is increasing the usage of the State's online applications by citizens and businesses. All speakers emphasized the critical importance of collaboration as digital government transforms itself from an environment of interaction to one of integration of services for citizens. Other speakers included Jack Pellicci, Group Vice President of Oracle Corp.; David J. Roberts, Deputy Executive Director of SEARCH; Michael Overton, Director, Statistical Analysis Center, Nebraska Commission on Law Enforcement and Criminal Justice; John Loether, Sr. Technology Consultant at Hewlett-Packard; Chris Roberts, E-Government Solutions Specialist, Public Sector, Microsoft Corp.; and Jeffery Fraser, President and CEO of NIC (National Information Consortium).



Cathelia Robinett and Rich Elwood, ITRMC staff



Attendees cited the State of Nebraska's integration of criminal justice information as a "model" for Idaho to follow in any similar efforts, and a positive example of agency cooperation across organization boundaries.

The third annual event, held at the Boise Centre on the Grove and conducted by the Information Technology Resource Management Council and the Department of Administration, attracted more than 190 participants from state and local government and Higher Education, including 12 legislators.



Agency "Best Practices" Booths Showcase Applications

Once again, State agencies demonstrated best practices as part of **Digital Government Day**, held in January 2002, at the Capitol Rotunda. The event is ongoing since the *2000 Digital Government 'Boot Camp'*, and provides an exceptional, no cost opportunity for interaction with State and local government agencies, and our Idaho legislators. It offers our legislators an informative and practical demonstration of the State's strategic efforts to better serve the needs and expectations of their constituents—by implementing digital government.

In 2002, 24 State agencies, elected offices, and Access Idaho demonstrated and provided interactive, online information, applications, and related activities

to Idaho legislators and citizens. Demonstrations also included six interagency booths.



Positive feedback was received from twelve participating agencies, and many suggested ways to increase attendance to future events. Generous support in the form of telecommunications cabling provided by Intermountain Technology Group (ITG) of Boise contributed greatly to the success of this valuable program.

For a listing of all participants, along with booth descriptions, please visit the ITRMC Web site at: http://www2.state.id.us/itrmc/events/digitalgovtday/2002/dgd02_boothsheet.pdf.



ITRMC IT Achievement Award Recipients for 2002

Through a cooperative effort to recognize government's effective use of information technology to improve services to citizens, six Idaho State agencies received ITRMC IT Achievement Awards, as part of the Idaho Digital Government 'Boot Camp,' held October 8.

The Awards program was established by the ITRMC in 2001. Eighteen nominations were received this past year, and an **Award Review Committee** of private business and industry representatives select the recipients. Receiving awards in the following six categories were:

Accessibility: The State Controller's Office for its electronic pay stub program for State employees. Through single user identification and password entry, employees are provided confidential and secure access to view their paychecks online, saving thousands of dollars in paper payroll processing.

Digital Government: The Idaho Transportation Department for its online Court Access to Driver License Records via the Internet, allowing citizens to conduct business 24 hours per day, seven days a week with the Division of Motor Vehicles. Through the State's web portal, Access Idaho, drivers license records requests are made available online to government, qualified business entities, and drivers.

Information Architecture: The State of Idaho Division of Human Resources and Department of Labor for their joint project resulting in a new Applicant Tracking System simplifying the employee recruiting process for the State. The electronic process eliminates paper and cuts days from the hand scoring, copying, filing and distribution process formerly used. Applicants create and submit an electronic application, submit any test material and send resumes instantly at any time from any location.



Roger Parks, Emcee, looks on as Morris Detmar, Idaho Transportation Dept., accepts IT Award from Pam Ahrens for ITD's online Court Access to Drivers License records.

Innovative Use of Technology: The Board of Examiners online application where other agencies, city, county, school districts or other public entity groups can acquire state-owned surplus property. To notify others about available surplus property in the past, agencies submitted 90 copies of a declaration to the Board where upon the Board distributed this as a notice to most state agencies. A process, which normally took three weeks, can now be done electronically, is paperless, and is immediately accessible.



Keith Johnson, Idaho State Controller, accepts IT Award from Pam for one of two awards presented to the SCO.

Public/Private Partnership: Office of the State Controller for its Electronic W-2 Download program for State employees. Idaho State employees were the first in the nation with the ability to receive an electronic version of their W-2 information that could be imported into TurboTax for the 2001 tax-filing season.

Service Applications: The Department of Labor and its Internet Continued Claims System where unemployed workers can use the Internet to contact the state office to certify they are eligible for another week of benefits by filing a continuing claim online. For several years, claimants were required to use a telephone calling system, with out-of-town claimants incurring long distance charges.

For more information on the ITRMC Information Technology Achievement Awards program, visit: <http://www2.state.id.us/itrmc/pubs&resources/awards.htm>.

Policy Development

The legislation that created the Information Technology Resource Management Council (ITRMC) assigned responsibility to ITRMC for the development of policies, standards, and guidelines.

During 2002, ITRMC continued to meet that responsibility through the development and adoption of new Enterprise Policies, Standards, and Guidelines.

An ongoing program to review and refresh existing policies, standards and guidelines continued through out the year with five Policies, thirteen Standards and one Guideline revised and approved. Changes in information technology components and processes created the need for one new Policy, two new Standards, and five new Guidelines to be drafted and adopted.

Adopted and Revised IT Policies

1000 – General Policies

- 1010 – Information Technology Standards and Guidelines Framework
- 1020 – Privacy Notice
- 1030 – Electronic Document Management
- 1040 – Employee Electronic Mail and Messaging Use
- 1050 – Employee Internet Use
- 1060 – Employee Personal Computer Use

2000 – Information Technology Planning Policies

- 2010 – Information Technology Planning Process
- 2020 – Business Recovery Planning
- 2030 – Information Technology Major Project Review
- 2040 – Risk Assessment
- 2050 – Information Technology Security Framework

3000 – Telecommunications Policies

- 3010 – Telecommunication Switching and Long Distance Services
- 3020 – Connectivity and Transport Protocols
- 3030 – Wide Area Networks (WAN)

4000 – Access Security

- 4010 – Digital Certificates & Public Key Infrastructure

To view current ITRMC Information Technology Policies, see: <http://www2.state.id.us/itrmc/plan&policies/policies.htm>.

Policy Development (continued)

5000 – Information and Data

- 5010 – Web Publishing

IT Enterprise Standards

2000– Software – Desktop & Notebook

- 2100 Operating System (O/S)
- 2110 Office Suite
- 2120 Electronic Mail – Messaging

2500 – Software – Server

- 2510 Network Operating System

3000 – Network and Telecommunications

- 3100 Network Services – Internet/Intranet Web Server
- 3110 Network Services – Internet/Intranet Web Browser
- 3120 Network Services – Data/Network Integrity
- 3130 Network Services - Video Conferencing
- 3200 Security – Firewall
- 3210 Security – Network Intrusion Detection System
- 3220 Security – Virtual Private Network
- 3510 Network Connectivity and Transport – Transport
- 3520 Network Connectivity and Transport – Local Area Network
- 3530 Network Connectivity and Transport – Wireless LAN
- 3540 Network Connectivity and Transport – LAN Backbone
- 3550 Network Connectivity and Transport – Structured Cabling

5000 – Information and Data

- 5110 Metatags
- 5120 Web Publishing

IT Enterprise Guidelines

G100 – Information Technology Planning

- G110 Agency IT Plan
 - o G115 Business Recovery Plan

G200 – Project Summary

- G210 Major Project Summary
 - o G215 Risk Assessment
 - o G225 Cost-Benefit Analysis

G300 – Information and Data

- G310 Web Publishing

Why Have Standards?

- To enable innovation of information technology within an environment that is common, well understood, and defined
- To carry out the vision and direction established in the Idaho Information Technology Plan while enabling the Policies that directly support the Plan
- To promote migration to enterprise infrastructure solutions with reduced complexity and support requirements

A process has been implemented for the ongoing review of policies, standards, and guidelines to ensure they are kept current and combined with new policies, standards, and guidelines reflecting changes in the use of information technology, will implement the mission and responsibilities of ITRMC.

To view current ITRMC Information Technology Enterprise Standards, see: <http://www2.state.id.us/itrmc/plan&policies/standards.htm>; for Guidelines, go to: <http://www2.state.id.us/itrmc/plan&policies/guidelines.htm>.

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Idaho Criminal Justice Information Integration Task Force Formed

Integrated justice information is the ability to access and share critical information at key decision points throughout the justice enterprise. At its August 21, 2002, meeting, the ITRMC created the Idaho Criminal Justice Information Integration Task Force to assess findings and recommendations of the SEARCH Technical Assistance Report, and to advise the Council on an appropriate response. (SEARCH, **The National Consortium for Justice Information and Statistics**, is a nonprofit membership organization created by and for the States, which is dedicated to improving the criminal justice system and the quality of justice through better information management, the effective application of information and identification technology, and responsible law and policy.) The Task Force is chaired by Major Dave Rich of the Idaho State Police.

According to SEARCH's Report, "The state of Idaho is well behind most other states in addressing the integration issue, but is in a better position than most to move forward rapidly;" "The current organizational structure of the justice enterprise is favorable for

integration;" "The current political environment is both positive and negative with respect to supporting integration;" and "Technological capabilities in the justice community are adequate to begin integration planning."

Pursuant to these observations, along with ten recommendations made, **the Idaho Criminal Justice Information Integration Task Force made the following recommendations** of its own

to the ITRMC at its December 11, 2002, meeting:

- Expand mission of existing Task Force to include development of a strategic plan
- Ensure membership represents all components of criminal justice community, including state and local representatives
- Request an executive order and a legislative concurrent resolution endorsing the strategic planning project
- Seek federal grant funding to support Task Force activities and project expenses

For more information on this initiative, please visit the ITRMC Web site at: **<http://www2.state.id.us/itrmc/committees.htm#CriminalJustice>**.



Appendix A – ITRMC Members and *Representatives (as of February 2003)

Chairman: **Pam Ahrens**, Department of Administration

Legislators: **Senator Hal Bunderson**, Meridian, Idaho

Senator Elliot Werk, Boise, Idaho

Representative Lee Gagner, Idaho Falls, Idaho

Representative David Langhorst, Boise, Idaho

State Controller: **Keith Johnson**

Superintendent of Public Instruction: **Dr. Marilyn Howard**; **Rich Mincer*

Executive Agency Officers: **Karl Kurtz**, Department of Health and Welfare; **Charles Wright*
Representative pending

Public Safety Official: **Colonel Dan Charboneau**, Idaho State Police

Agency Information Systems Representative: **Steve Wilson**, Idaho State Tax Commission

Rural Interests Representative: **Mary Elizabeth Jones**, Filer, Idaho

Local Government - City/County Representative: **Ken Harward**, Association of Idaho Cities

Industry IT Executive: **Roger Parks**, JR Simplot Company

Judiciary: **John Peay**, Idaho Supreme Court; **Corrie Keller*

State Board of Education: **Gary Stivers**, Executive Director; **Nancy Szofran*

*designated alternate representative

ITRMC Staff

Rich Elwood, Statewide IT Coordinator

Bill Farnsworth, IT Policy Analyst (Electronic Commerce)

Nathan Bentley, State Geographic Information Systems (GIS) Coordinator

Don Fournier, IT Policy Analyst (Telecommunications, Security)

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Appendix B – ITRMC Governance Statute

Idaho Statutes

TITLE 67

STATE GOVERNMENT AND STATE AFFAIRS

CHAPTER 57

DEPARTMENT OF ADMINISTRATION

FIFTY-THIRD LEGISLATURE, SECOND REGULAR SESSION - 1996

67-5745B. INFORMATION TECHNOLOGY RESOURCE MANAGEMENT COUNCIL.

COMPOSITION – APPOINTMENT AND TERM OF OFFICE – REIMBURSEMENT – CONTRACTING FOR NECESSARY SERVICES.

(1) An information technology resource management council is hereby created within the department of administration. The council shall consist of sixteen (16) members who shall each serve a term of office of two (2) years. For purposes of the initial appointments, the eight (8) members of the council to be appointed by the governor shall be appointed for a one (1) year term. The governor shall appoint eight (8) members of the council as follows: a chairman, two (2) executive agency officers, an information technology executive from private industry, a public safety official, a state information systems manager, a representative from local government and a representative for rural interests. The remaining membership of the council shall be comprised of the following: two (2) persons appointed by the president pro tempore of the senate and two (2) persons appointed by the speaker of the house of representatives, one (1) from each of the two (2) largest parties, to represent the legislative branch of state government; one (1) person appointed by the chief justice of the supreme court to represent the judicial branch of state government; the state controller; the state superintendent of public instruction; and the executive officer of the state board of education. All appointed members of the council shall serve at the pleasure of the appointing authority.

(2) The council shall hold no fewer than four (4) regular meetings annually at such time and place as may be directed by its chairman. The council may meet more frequently at the call of the chairman or if requested by a majority of the council's members. Members of the council shall serve with no salary or benefits, but are entitled to reimbursement as provided in section 59-509(b), Idaho Code.

(3) The council may contract for professional services or assistance when necessary or desirable to carry out its powers and duties.

67-5745C. GENERAL POWERS AND DUTIES OF THE COUNCIL.

The council shall:

- (1) Review and evaluate the information technology and telecommunications systems presently in use by state agencies;
- (2) Prepare statewide short-range and long-range information technology and telecommunications systems plans to meet the needs of state agencies;
- (3) Within the context of its strategic plans, establish statewide information technology and telecommunications policies, standards, guidelines, conventions and comprehensive risk assessment criteria that will assure uniformity and compatibility of such systems within state agencies;
- (4) Recommend and coordinate the use and application of state agencies' information technology and telecommunications resources;
- (5) Review and approve large-scale information technology and telecommunications projects including, but not limited to, risk assessment methodologies used by state agencies using council risk assessment criteria, for state agencies;
- (6) Review state agencies' compliance with statewide information technology and telecommunications systems plans;
- (7) Recommend cost-efficient procedures for state agencies' acquisition and procurement of information technology and telecommunications systems;
- (8) Upon request, provide technical expertise to state government and any other governmental entity;
- (9) Maintain a continuous and comprehensive inventory of information technology and telecommunications systems within state agencies;

Appendix B (continued)

(10) In accordance with statutes governing the availability or confidentiality of public records and information, establish guidelines for the accessing of public information by the public;

(11) On an annual basis, publish a report of the activities of the council for provision to the governor and the legislature;

(12) Recommend the enactment or promulgation of any statutes or rules necessary to carry out the statewide information technology and telecommunications systems plans;

(13) Enter into contracts for professional services and assistance not otherwise available in state government;

(14) Encourage and promote the development and growth of the information technology industry in the state in accordance with sound business principles and practices;

(15) Encourage and promote cooperative information technology efforts and activities between the state, private enterprise and the public;

(16) Encourage and support education and training opportunities relating to information technology and telecommunications; and

(17) Perform any additional functions consistent with the purpose of this act which are necessary and appropriate for the proper conduct of the council.

(The Idaho Code is the property of the state of Idaho, and is copyrighted by Idaho law, I.C. § 9-350. According to Idaho law, any person who reproduces or distributes the Idaho Code for commercial purposes in violation of the provisions of this statute shall be deemed to be an infringer of the state of Idaho's copyright.)

Appendix C – ITRMC Committees *(as of February 2003)*

Access Idaho Steering Committee *(Chairman: **Bill Farnsworth**, ITRMC Staff)*

This committee provides oversight of Access Idaho e-government applications such as licensing, filing, and renewals. The group reviews individual agency licensing agreements with Idaho Information Consortium (IIC), the State's "portal" contractor. For more info, contact Bill Farnsworth at (208) 332-1878 or bfarnsw@adm.state.id.us.

Members: Chuck Goodenough, Office of the Secretary of State; Mark Little, Div. of Purchasing; John McAllister, Dept. of Labor; Susan Simmons, Idaho Transportation Dept.; Jeff Walker, Access Idaho; Rob Spofford, Dept. of Water Resources

Employee Portal Committee *(Chairman: **Bill Farnsworth**, ITRMC Staff)*

This committee provides oversight of the State of Idaho Employee Portal. Members provide expertise in their respective areas for employee information links on the Employee Portal, and will solicit input from agencies and employees about other links that would be valuable to add to the Portal. The committee will take the lead in promoting and marketing the Employee Portal to State government employees. For more info, contact Bill Farnsworth at (208) 332-1878 or bfarnsw@adm.state.id.us.

Members: Elizabeth "Liz" Brooke, Office of the State Controller; Cindy Dickinson, Dept. of Administration (DoA); Jon Eckerle, DoA; Cheryl Flood, DoA; Ann Heilman, Div. of Human Resources; Steve Kenyon, Office of the State Controller; Julie Miller, DoA; Becky Reeb, Public Employee Retirement System of Idaho (PERSI); Jody Zauha, Div. of Human Resources

Idaho Geospatial Committee (IGC) *(Chairman: **Jonathan Perry**, Bureau of Disaster Services)*

The purpose of this group is to provide policy-level direction and promote efficient and effective use of resources for matters related to geographic information. The IGC was formed by Executive Order of the Governor. For more info, contact Jonathan Perry at (208) 334-2336 ext. 271 or jperry@bds.state.id.us.

Technical Working Groups (TWG's): Cadastral; Hydrography; Landuse/landcover; Ortho-imagery; Transportation

Ad-Hoc Subcommittees: Geospatial Applications; IDTM Conversion

Members: Mike Beaty, USDI Bureau of Reclamation; Nathan Bentley, ITRMC Staff; Senator Hal Bunderson, Idaho State Senate; Bart Butterfield, Dept. of Fish and Game; Roger Hirschman, USDA Natural Resource Conservation Service; Tracy Fuller, US Geological Survey; Dennis Hill, City of Pocatello; Gail Ewart, Maxim Technologies, Inc.; Dr. Nancy Glenn, Idaho State University; Mike McDowell, Kootenai County; Tony Morse, Dept. of Water Resources; Frank Mynar, Idaho Power; Craig Rindlisbacher, Madison County; Frank Roberts, Coeur d'Alene Tribe; Dr. Charles Bolles, Idaho State Library

Public Safety, Emergency Communications Committee *(Chairman: **Major General John Kane**, Military Division)*

This Committee established recommendations which provided a framework for accessing universal 911 service for all Idahoans; developed a plan for a comprehensive statewide safety communications network accessible by all levels of government; and continues to promote minimum standards for 911 and other public safety dispatchers. For more info, contact Major General John Kane at (208) 422-5242 or kanej@bds.state.id.us.

Subcommittees: E911 Systems; Public Safety Statewide Trunked Radio System

Members: Pam Ahrens, Dept. of Administration (DoA); Chief Bruce Allcott, Idaho Fire Chiefs Assoc.; Hal Anderson, Dept. of Water Resources; Dean Barton, Idaho Transportation Dept.; Bill Bishop, Bureau of Hazardous Materials; Dan Chadwick, Idaho Assoc. of Counties; John Cline, Bureau of Disaster Services (BDS); Judi Danielson, Northwest Power Planning Council; Don Fournier, ITRMC Staff; Dia Gainor, Emergency Medical Services (EMS); Rep. Wendy Jaquet, Idaho House of Representatives; Steve Jenkins, National Interagency Fire Center; Lelani Jensen, BDS; Rick Just, Dept. of Parks and Recreation; Rep. Hilde Kellogg, Idaho House of Representatives; Vaughn Killeen, Idaho Sheriffs Assoc.; Peter Morrill, Idaho Public Broadcasting Service; Al Nicholson, Dept. of Fish and Game; John Olson, DoA; Gene Ramsey, Blaine County Sheriff's Office; Joe Roche, DoA; David Schunke, Idaho Public Utilities Commission; Les Shadduck, Ada County Sheriff's Dept.

Webmasters Committee *(Co-Chairman: **Jon Eckerle**, Department of Administration; **Bill Farnsworth**, ITRMC Staff)*

This group is to promote communications among State employees responsible for the development and maintenance of Idaho's presence on the Internet. This committee is also a resource to the ITRMC and Staff for input on web-related topics. For more info, contact Bill Farnsworth at (208) 332-1878 or bfarnsw@adm.state.id.us.

Members: Attendance and participation is open to all webmasters and other employees that work with web pages and content for government entities.

Enterprise IT Security and Business Recovery Work Group *(Chairman: **Karl Kurtz**, Department of Health and Welfare)*

This group will develop an enterprise IT security plan to safeguard critical information and infrastructure, minimize risk and vulnerability, and support the opportunities identified in the State IT Plan. Research on the subject of a shared business recovery site for the State will also be handled as part of the IT Security Plan process. For more info, contact Karl Kurtz at 334-5500 or kurtzk@idhw.state.id.us.

Appendix C – ITRMC Committees (continued)

Members: Newt Bentley, State Insurance Fund; Don Fournier, ITRMC Staff; Glenn Haar, Idaho State Tax Commission; Kevin Iwersen, Dept. of Administration (DoA); Scott Kelley, Dept. of Education; Michael Key, Idaho State Police; Mike Langrell, Bureau of Disaster Services; Mark Little, Div. of Purchasing; John McAllister, Dept. of Labor; John Peay, Idaho Supreme Court; Mark Richardson, Idaho Transportation Dept.; Joe Roche, DoA; Dr. Corey Schou, Idaho State University; Bob Sox, Office of the State Controller; Nancy Szofran, State Board of Education; Jared Thompson, Idaho Supreme Court; Greg Whyte, City of Boise; Charles Wright, Dept. of Health and Welfare

Enterprise E-Mail Service Work Group (Chairman: **Steve Wilson**, Idaho State Tax Commission)

This group is charged with the examination of a shared e-mail service for the state and how it would fit into a state organization. The Work Group will report its findings and make recommendations to the ITRMC.

Members: Brad Alvaro, Dept. of Correction; Forrest Anderson, Idaho Transportation Dept.; Eric Beck, Dept. of Labor; RuthAnn Benjamin, Boise State University; Rich Elwood, ITRMC Staff; Glen Gardiner, Dept. of Water Resources; Leanne Kinghorn, Office of the State Controller; Roger Parks, JR Simplot Co.; Joe Roche, DITCS, Dept. of Administration; Larry Tippetts, Dept. of Health and Welfare; Winston Wiggins, Dept. of Lands

Idaho Criminal Justice Information Integration Task Force (Chairman: **Major Dave Rich**, Idaho State Police)

This group was charged with: the review of the results of a Criminal Justice Information Assessment study for Idaho that is currently underway and being performed by SEARCH, the National Consortium for Justice Information and Statistics; review of current law to determine if there are impediments to moving forward with an effort to link key information across jurisdictions to improve access to Criminal Justice information; and defining the elements of a strategic plan to integrate criminal justice information for Idaho. A preliminary report of recommendations was prepared and presented to the ITRMC at its December 11 meeting.

Members: Morris Detmar, Idaho Transportation Dept.; Don Drum, Dept. of Correction; Rich Elwood, ITRMC Staff; Don Fournier, ITRMC Staff; Sheriff Shawn Gough, Gooding County; Cliff Hayes, Post Falls Police Dept.; Captain Ike Maxson, Idaho State Police (ISP); Michael Key, ISP; John Peay, Idaho Supreme Court; Kathy Ruffalo, Office of the Governor; Mike Selfrit, Dept. of Juvenile Corrections; Robert Taylor, ISP

Metatag Work Group (Chairman: **John Peay**, Idaho Supreme Court)

Metatags are hidden codes that can be embedded in the HTML source code of a Web page and are searchable by search engines. The Metatag Work Group was formed to develop criteria for how and when metatags should be used; to establish and recommend a metatag standard for Idaho government; and to recommend an implementation process.

Members: Bobbi Eckerle, Div. of Purchasing; Jon Eckerle, Dept. of Administration; Bill Farnsworth, ITRMC Staff; Leslie Jones, Idaho State Tax Commission; Dan Lester, Boise State University Library; Marlene Mussler-Wright, Access Idaho; Nancy Szofran, Board of Education; John Tomkinson, Idaho Transportation Dept.; Steve Walker, Idaho State Historical Society

Secure Access to Applications and Data Work Group (Chairman: **Keith Johnson**, Office of the State Controller)

The need to have secure user authentication for computer and network access by State employees and others is critical. Multiple State agencies are asking for action to be taken toward a centralized digital certificate authentication solution.

This effort will coordinate with all interested State agencies to ensure their needs and preferences are included in a common solution. The goal will be to provide a policy and direction for a system that allows all current State employees, previous employees, business partners and others, as may be determined, secure, authorized and authenticated access to information contained on State agency computer systems that those individuals have a right and a need to access.

Subcommittee: Policy; Request for Proposal (RFP) Evaluation

Members: Dena Duncan, Dept. of Administration (DoA); Don Fournier, ITRMC Staff; Ed Howell, Public Utilities Commission; Kevin Iwersen, DoA; Laird Justin, Office of the State Controller; Mike Key, Idaho State Police; John Peay, Idaho Supreme Court; Mark Richardson, Idaho Transportation Dept.; Corey Schou, Board of Education; Pam Sommer, Dept. of Fish and Game; Rob Spofford, Dept. of Water Resources; Steve Wilson, Idaho State Tax Commission; Charles Wright, Dept. of Health and Welfare

Appendix D – ITRMC Resources

State of Idaho: www.accessidaho.org

ITRMC: www2.state.id.us/itrmc

ITTP (Information Technology Training Program): <http://ittp.state.id.us/ittp/index.htm>

Department of Administration: www.state.id.us/adm

ITRMC Support Materials Available on the Internet:

- Agency IT Planning Templates, Project Profiles (see www.state.id.us/itrmc – *Publications & Resources*)
- ITTP Class Schedules, Online Registration
- Statewide IT Resource Asset Summary
- 2001 ITRMC Annual Report
- Idaho State IT Plan
- ITRMC IT Policies, Enterprise Standards and Guidelines

ITRMC Support Materials Available from ITRMC Staff:

- InfoTech News newsletters (*posted to ITRMC Web site – Publications & Resources*)
- InfoTech '96 Task Force Report
- ITRMC Annual Reports, 1996-1997, 1998, 2000, 2001 (*Limited Hard Copies*)
- Idaho State IT Plan Executive Overview
- Copies of Official Approved Minutes (*posted to ITRMC Web site – ITRMC Council*)

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